

SOLICITATION CAMPAIGN REPORT

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

Name and Address of Paid Solicitor

Name and Address of Charitable Organization

Connecticut Paid Solicitor Registration

Connecticut Charitable Organization Registration

Number: _____ - _____

Number: _____ - _____

Complete this box if this is a report on a concluded campaign that lasted one year or less.

Date campaign began: / / Date campaign ended: / /

Complete this box if this is an anniversary report on an ongoing campaign lasting more than one year.

Date campaign began: ____/____/____ Period covered by this report : ____/____/____ to ____/____/____

Date campaign will end: / /

Complete this box if this is a final report on a campaign that lasted more than one year.

Date campaign began: ____/____/____ Date campaign ended: ____/____/____

Period covered by this report: / / to / /

Financial Report

1. Gross revenue (Enter the total amount actually collected as a result of this campaign *without deducting any expenses*). \$ _____

2. Campaign expenses (see instructions on reverse) \$ _____

3 Amount retained by charitable organization (subtract line 2 from line 1) \$ _____

Indicate here the total amount of uncollected pledges as of the date of this report: \$ _____

CERTIFICATION

We, and each of us, being duly sworn, depose and say that the foregoing statement, including the Financial Report on the reverse side, is accurate and complete to the best of our knowledge.

FOR THE PAID SOLICITOR

FOR THE CHARITABLE ORGANIZATION

Signed

Signed

Signed

Print Name and Title

Print Name and Title

Print Name and Title

Subscribed and sworn to before
me this _____ day

of _____, _____.

Subscribed and sworn to before
me this _____ day

of _____, _____.

Subscribed and sworn to before
me this _____ day

of _____, _____.

Notary (seal)

Notary (seal)

Notary (seal)

SOLICITATION CAMPAIGN REPORT INSTRUCTIONS

General instructions:

This form is to be completed and filed with the Department of Consumer Protection , Public Charities Unit not more than ninety (90) days after the completion of each solicitation campaign involving a paid solicitor. The "date campaign began" and "date campaign ended" dates on the campaign report should correspond to the solicitation notice (Form CPC -58) "begin" and "end" dates filed with the Public Charities Unit by the solicitor before the campaign began.

For a solicitation campaign lasting more than one year, a Solicitation Campaign Financial Report is due on the anniversary of its commencement. Anniversary reports **must** state the period of time covered by the report. The first financial report should cover the first nine months of the campaign (giving 3 months to prepare, sign and submit the report on the first year anniversary date). Subsequent reports should cover a one year period or the period from the end of the last report to the end of the campaign, whichever is shorter. Amounts included on earlier reports for earlier periods should not be included on later reports. When the campaign is completed, the **total** of all reports filed for that campaign should equal the **total** for the entire campaign.

Send the completed form to: **Public Charities Unit**
c/o Office of the Attorney General
55 Elm Street
P.O. Box 120
Hartford, CT 06141-0120

The completed report must be certified under oath by an authorized official of the paid solicitor and by two authorized officials of the charitable organization.

Financial report instructions:

This financial report should be completed on a **cash basis**.

Enter on line 1 the total money actually collected as a result of the campaign. This is the gross amount, without deducting any expenses. Uncollected pledges as of the date of this report are to be reported on the form in the space provided (below item 3 in the financial report section).

Enter on line 2 the amount of expenses paid by the charitable organization in connection with the campaign. This includes amounts paid by the charitable organization to the solicitor as well as amounts paid to others for which the charitable organization is responsible. Do not include expenses incurred by the solicitor but not paid by the charitable organization.

The amount on line 3 is the amount retained by the charitable organization after all expenses under the contract have been paid. Line 1 "Gross revenue" minus line 2 "Total expenses" must equal line 3 "Amount retained by the charitable organization".